Case Initiation

Adoption Proceedings

From any screen, type **CSI** (Case Initiation) at the **Next** line and press <ENTER> .

```
MITTSJ37    UCC3DFK                      Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                                                         6/13/03
                            MAIN MENU
Next: ___   Case: ____ _____   Court: F 37  13

ADP    Adoption M
```

The **Case Initiation** screen will be returned

Case Initiation Screen

```
▣▮B                                                                    _|8|X|
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCIJPVK                     3rd Circuit Court Registration    05/04
                                                                         5/13/04
                Court: F 37  13 FA
Juv File Or Case #: 2004 _____
                                                            CTN Nbr: _____
            Type: _
     Juv Case Year: ____  if Different than Current Year
            Ticket: _




F3=Exit   F10=Name   F13=Cmds   F16=Calc
```

Enter the Adoption Case number, then press the numeric <ENTER> key.

Enter the adoption case type.
   REMEMBER, if you do not know the case type you may <F4> prompt for available options.

```
MITTSJ37    UCIJPVK                     Calhoun-JISP13DB01 and      N pg01.01.05
                                        Case Initiation                 /24/05
                                                                 EXAMPLE
             Court: F 37  13 FAMILY DIVISION-37TH CIRCUIT

Juv File Or Case #: 2004 0000058594
```
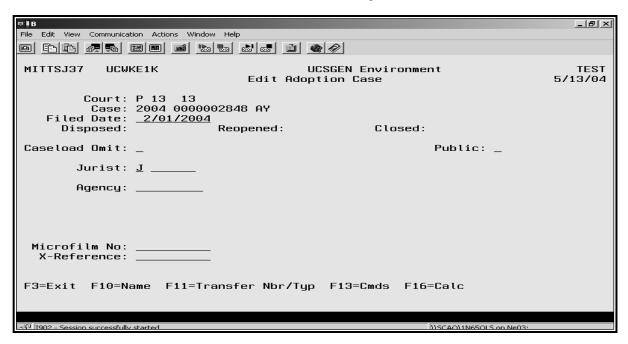
Once you enter the Adoptee's case number and case type, press <ENTER> . The **Edit Adoption Case** screen will be returned for processing

Field Definitions for Edit Adoption Case Screen

```
□ I B                                                                          _ | □ | ×|
File   Edit   View   Communication   Actions   Window   Help
□□  □□□  □□□  □□□  □□□  □□  □□□  □□□  □□□  □□  □□

  MITTSJ37    UCWKE1K                          UCSGEN Environment              TEST
                                          Edit Adoption Case                5/13/04

          Court: P 13   13
           Case: 2004 0000002848 AY
     Filed Date:  2/01/2004
        Disposed:            Reopened:                 Closed:

  Caseload Omit: _                                          Public: _

         Jurist: J _____

         Agency: _____



  Microfilm No: _____
   X-Reference: _____


  F3=Exit   F10=Name   F11=Transfer Nbr/Typ   F13=Cmds   F16=Calc


 ~□ T902 - Session successfully started              \\SCAO\1N65OLS on Ne03:
```

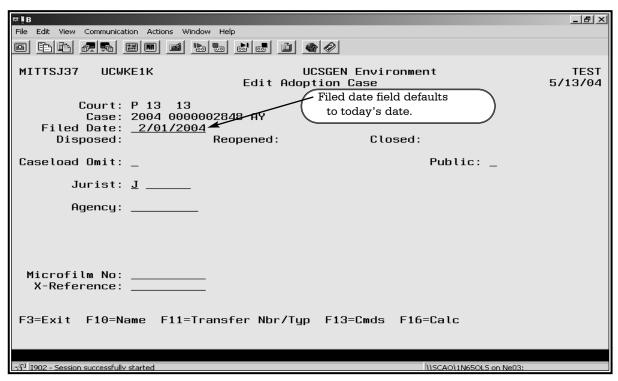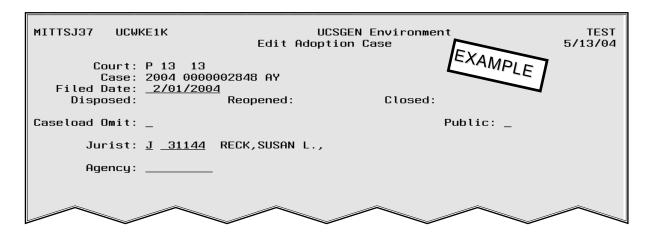|	
Court	The court location for this case type.
Case	Case Number entered or automatically generated at case initiation.
Filed Date	The date the case was filed by the court (defaults to today's date, but may be modified to an earlier date.
Disposed	Date the case disposition was entered (this date is created from the Edit Event Screen and cannot be added or modified from this screen).
Reopened	Date the case was reopened (this date is created from the Edit Event Screen and cannot be added or modified from this screen).
Closed	Date the case was closed (this date is created from the Edit Event Screen and cannot be added or modified from this screen).
Caseload Omit	Omits the case from being counted on quarterly caseload reports.
Public	Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED). (**NOTE**: Adoption Cases are confidential files and only users have authority to adoption cases types will be able to view them.)
Jurist	Judge assigned the case.
Agency	Name of Agency handling the adoption.
X-Reference	Field can be used for a ticket number, FIA case number, or any other number that may assist in cross referencing the petition.
Microfilm No.	Microfilm number.

Data Entry for Adoption Case

```
 IB                                                                _ | □ | X |
File  Edit  View  Communication  Actions  Window  Help
 □ | ⬚ ⬚ | ⬚ | ⬚ ⬚ | ⬚ ⬚ | ⬚ | ⬚ ⬚ | ⬚ ⬚ | ⬚ ⬚ | ⬚ | ⬚ ⬚ |

 MITTSJ37    UCWKE1K                    UCSGEN Environment            TEST
                                       Edit Adoption Case           5/13/04
           Court: P 13  13                  ⎛ Filed date field defaults ⎞
            Case: 2004 0000002848 AY        ⎝   to today's date.        ⎠
      Filed Date:  2/01/2004
          Disposed:              Reopened:              Closed:

 Caseload Omit: _                                       Public: _

          Jurist: J _____

          Agency: _____




  Microfilm No: _____
   X-Reference: _____


 F3=Exit   F10=Name   F11=Transfer Nbr/Typ   F13=Cmds   F16=Calc


   I902 - Session successfully started                 \\SCAO\1N65OLS on Ne03:
```
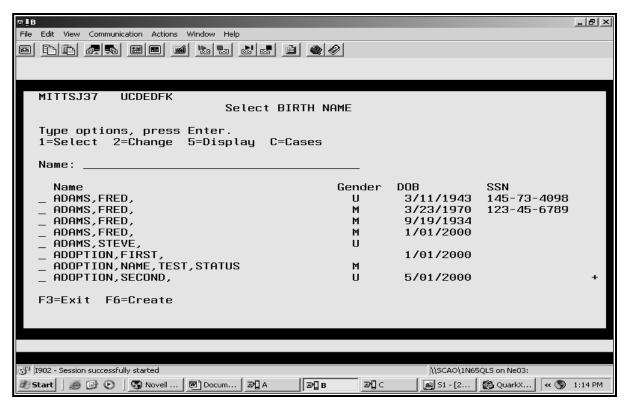
        Enter all pertinent information, such as the file date (if different than today's
date)(required field), jurist, and/or adoption agency

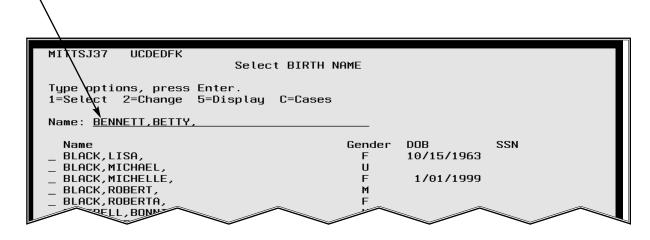   If you are unsure of a code for a certain field, you may <F4> prompt for your selec-
tions.

```
 MITTSJ37    UCWKE1K                    UCSGEN Environment            TEST
                                       Edit Adoption Case           5/13/04
           Court: P 13   13                                  EXAMPLE
            Case: 2004 0000002848 AY
      Filed Date:  2/01/2004
          Disposed:              Reopened:              Closed:

 Caseload Omit: _                                       Public: _

          Jurist: J _31144   RECK,SUSAN L.,

          Agency: _____
```

        When you have completed the entry of the adoption case information, press the
<ENTER> key and the **Select BIRTH NAME** screen will be returned.
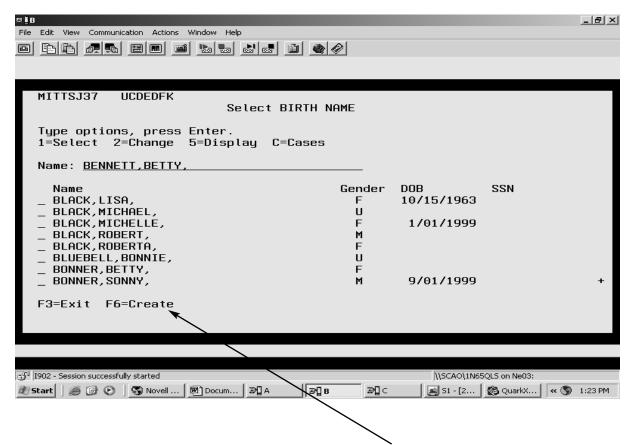
Select BIRTH NAME Screen

```
□■B                                                                                    _ |B| x|
File   Edit   View   Communication   Actions   Window   Help
□□ | □□□□ | □□□ | □□ | □□□ | □ | □□□ | □ | □□ |

   MITTSJ37    UCDEDFK
                        Select BIRTH NAME

   Type options, press Enter.
   1=Select   2=Change   5=Display   C=Cases

   Name: _____

     Name                              Gender   DOB          SSN
   _ ADAMS,FRED,                         U       3/11/1943    145-73-4098
   _ ADAMS,FRED,                         M       3/23/1970    123-45-6789
   _ ADAMS,FRED,                         M       9/19/1934
   _ ADAMS,FRED,                         M       1/01/2000
   _ ADAMS,STEVE,                        U
   _ ADOPTION,FIRST,                             1/01/2000
   _ ADOPTION,NAME,TEST,STATUS           M
   _ ADOPTION,SECOND,                    U       5/01/2000                         +

   F3=Exit   F6=Create


□□ I902 - Session successfully started                       \\SCAO\1N65QLS on Ne03:
Start |  □ □ □  | □ Novell ... | □ Docum... | □ A    | □ B     | □ C     | □ S1 - [2... | □ QuarkX... | « □ 1:14 PM
```

Check to make sure that the name is not currently on the name index by entering LASTNAME,FIRSTINITIAL and pressing <ENTER> .

```
   MITTSJ37    UCDEDFK
                        Select BIRTH NAME

   Type options, press Enter.
   1=Select   2=Change   5=Display   C=Cases

   Name: BENNETT,BETTY,_____

     Name                              Gender   DOB          SSN
   _ BLACK,LISA,                         F       10/15/1963
   _ BLACK,MICHAEL,                      U
   _ BLACK,MICHELLE,                     F        1/01/1999
   _ BLACK,ROBERT,                       M
   _ BLACK,ROBERTA,                      F
   __ BELL,BONN
```

The name is not on the name index

Select BIRTH NAME Screen, continued

```
MITTSJ37    UCDEDFK
                        Select BIRTH NAME

  Type options, press Enter.
  1=Select   2=Change   5=Display   C=Cases

  Name: BENNETT,BETTY,_____

    Name                                  Gender   DOB          SSN
  _ BLACK,LISA,                              F     10/15/1963
  _ BLACK,MICHAEL,                           U
  _ BLACK,MICHELLE,                          F      1/01/1999
  _ BLACK,ROBERT,                            M
  _ BLACK,ROBERTA,                           F
  _ BLUEBELL,BONNIE,                         U
  _ BONNER,BETTY,                            F
  _ BONNER,SONNY,                            M      9/01/1999                    +

  F3=Exit  F6=Create
```

I902 - Session successfully started   \\SCAO\1N65QLS on Ne03:

Since the name is not on the name index, do an <F6> to create.

You will then be taken to the **Select BIRTH NAME** screen

Field Definitions for Edit Name Screen

```
□ ▌B                                                                                          _ ▢ ✕
File   Edit   View   Communication   Actions   Window   Help
┌──┐ ┌──┐┌──┐ ┌──┐┌──┐ ┌──┐┌──┐ ┌──┐ ┌──┐┌──┐ ┌──┐┌──┐ ┌──┐ ┌──┐┌──┐
└──┘ └──┘└──┘ └──┘└──┘ └──┘└──┘ └──┘ └──┘└──┘ └──┘└──┘ └──┘ └──┘└──┘

   MITTSJ37    UCC6E1K                        UCSGEN Environment                    TEST
                                              Edit Name                           5/19/04


            Name: BENNETT,B_____  Adoption Name: N
         Company: N

          Gender: U           Race: __
            SSN: _____
   Date of Birth: _____              Date of Death: _____

            DLN: _____ St: __

         Address: _____
                  _____
           City: _____ St: __ Zip: _____
          Phone: _____ Ext: _____
            Fax: _____

           SID#: _____    NCIC#: _____



   F3=Exit   F10=Name   F13=Cmds   F16=Calc



 ⬚ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 🏁Start │ 🖥 🌐 ▶ │ �êA          │ ▊B            │ ▊C        │ 📘QuarkXPress ... │ 📗Novell Group... │ « 🕐 11:06 AM
```

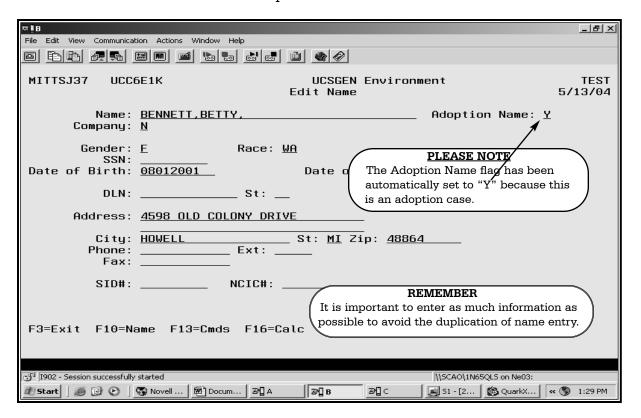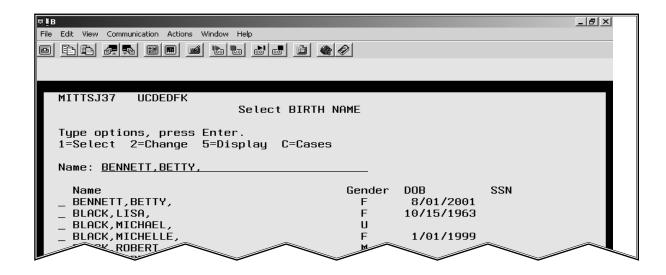|	
Name	Name of the person you are entering, LASTNAME,FIRSTNAME, MIDDLENAME.
Adoption Name	Applies to adoption cases only.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Gender	Gender of the person. <F4>prompt for options.
Race	The race of the person, if known. <F4> prompt for options.
SSN	Social Security Number for the individual.
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
DLN	Drivers License Number
Address	Mailing address
City	City of residence
State	State of residence
Zip	Postal code for this address
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable
Fax	Area code and number. Do not use commas or slashes.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.

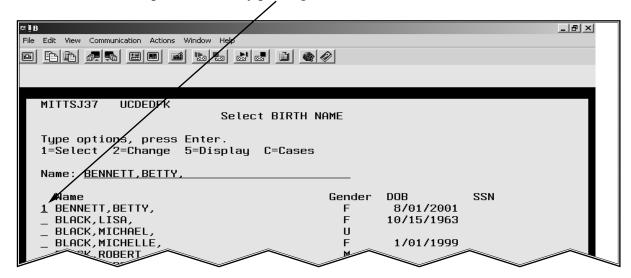# Data Entry for Edit Name

Enter all known information and press <ENTER>

```
□■B                                                                          _|&|x|
File   Edit   View   Communication   Actions   Window   Help
□  |🖻🖻|  🖥🖥|  🖽🖻|  🖳|  🖰🖰|  🖰🖰|  🗐  |◈◈|

 MITTSJ37    UCC6E1K                      UCSGEN Environment              TEST
                                          Edit Name                      5/13/04

          Name:  BENNETT,BETTY,_____    Adoption Name: Y
       Company:  N

        Gender:  F            Race: WA
          SSN:  _____
  Date of Birth:  08012001              Date o
                                                  PLEASE NOTE
          DLN:  _____  St: __       The Adoption Name flag has been
                                            automatically set to "Y" because this
      Address:  4598 OLD COLONY DRIVE       is an adoption case.

         City:  HOWELL_____  St: MI Zip: 48864_____
        Phone:  _____  Ext: _____
          Fax:  _____

         SID#:  _____    NCIC#:  _____
                                                  REMEMBER
                                            It is important to enter as much information as
                                            possible to avoid the duplication of name entry.

  F3=Exit   F10=Name   F13=Cmds   F16=Calc


 I902 - Session successfully started                    \\SCAO\1N65QLS on Ne03:
```
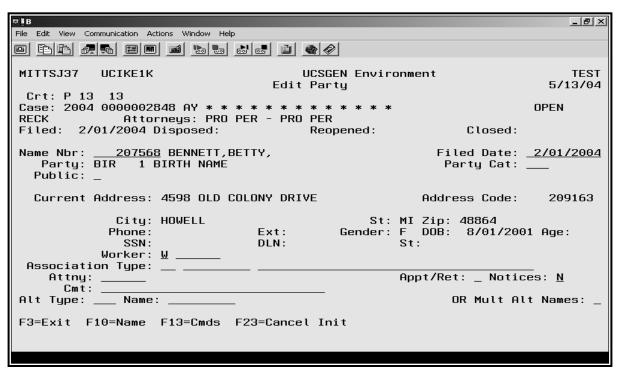
The **Select BIRTH NAME** screen will again be displayed.

```
□■B                                                                          _|&|x|
File   Edit   View   Communication   Actions   Window   Help
□  |🖻🖻|  🖥🖥|  🖽🖻|  🖳|  🖰🖰|  🖰🖰|  🗐  |◈◈|



   MITTSJ37    UCDEDFK
                          Select BIRTH NAME

    Type options, press Enter.
    1=Select   2=Change   5=Display   C=Cases

    Name:  BENNETT,BETTY,_____

      Name                              Gender   DOB         SSN
    _  BENNETT,BETTY,                     F       8/01/2001
    _  BLACK,LISA,                        F       10/15/1963
    _  BLACK,MICHAEL,                     U
    _  BLACK,MICHELLE,                    F       1/01/1999
         K ROBERT                         M
```

Select Birth Name, continued

Select the adoptee's name by placing a "1" next to her name birth name.

```
 B                                                                    _ B X
File  Edit  View  Communication  Actions  Window  Help

    MITTSJ37    UCDEDPK
                              Select BIRTH NAME

    Type options, press Enter.
    1=Select  2=Change  5=Display   C=Cases

    Name: BENNETT,BETTY,_____

      Name                               Gender  DOB        SSN
    1 BENNETT,BETTY,                        F      8/01/2001
    _ BLACK,LISA,                           F     10/15/1963
    _ BLACK,MICHAEL,                        U
    _ BLACK,MICHELLE,                       F      1/01/1999
          K,ROBERT                          M
```

Press <ENTER> and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen

```
 B                                                                    _ 8 X
File  Edit  View  Communication  Actions  Window  Help
  □  ▤▤  ▰▰  ▤▤  ▤  ▱▱  ▰▱  ▤  ◉◈

 MITTSJ37   UCIKE1K                   UCSGEN Environment             TEST
                                  Edit Party                      5/13/04
  Crt: P 13   13
 Case: 2004  0000002848 AY * * * * * * * * * * *          OPEN
 RECK          Attorneys: PRO PER - PRO PER
 Filed:   2/01/2004 Disposed:          Reopened:          Closed:

 Name Nbr: ___207568 BENNETT,BETTY,               Filed Date: _2/01/2004
    Party: BIR   1 BIRTH NAME                        Party Cat: ___
   Public: _

   Current Address: 4598 OLD COLONY DRIVE           Address Code:    209163

            City: HOWELL               St: MI Zip: 48864
           Phone:           Ext:       Gender: F  DOB:  8/01/2001 Age:
            SSN:            DLN:                 St:
          Worker: W _____
 Association Type: __ _____ _____
     Attny: _____                          Appt/Ret: _ Notices: N
      Cmt: _____
 Alt Type: ___ Name: _____                OR Mult Alt Names: _

 F3=Exit  F10=Name  F13=Cmds  F23=Cancel Init

```

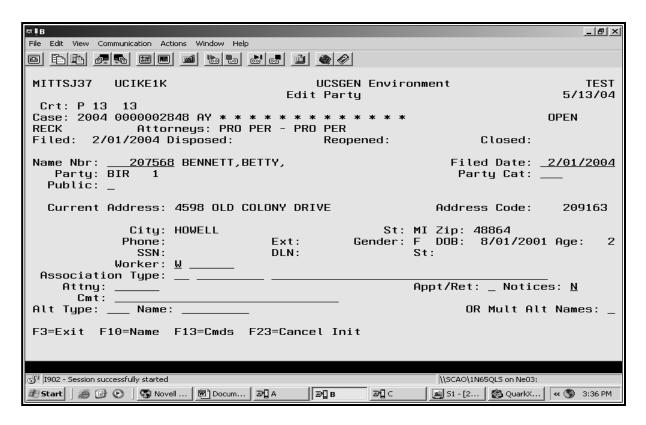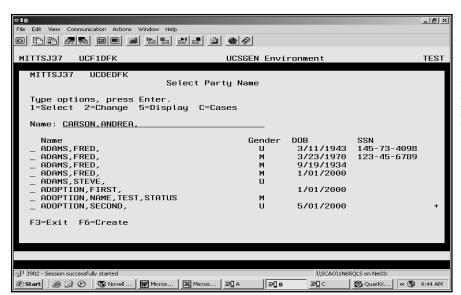|	
Name Nbr	A unique number identifier associated to that party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date this party is being added to this case.
Party	Type of party (i.e. Birth Name (BIR), Adoption Name (ADN) Adopting Father, ADF, etc.) and the number of that party (i.e. the first petitioner added=1, the second petitioner added=2). <F4> to allow the system to assigned the appropriate number
Party Cat	Not a valid field for Adoption case types.
Public	Field to determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. <F4> prompt for options.
Association Type	Allows the entry of interested persons to be linked to a specific party, such as guardian, guardian ad litem, etc. <F4> for valid options.
Association Number	<F4> prompt to select the associated name. If the name is not on the Select Name, then select <F6> to create.
Attorney	Enter the attorney's bar number. F4> prompt for options.
Appt/Ret	A if the attorney is court appointed, R if the attorney is retained.
Notices	"Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.Comment Enter any comments regarding this party.
Alternate Type	The alternate name type, e.g. also known as (aka), doing business as (dba), etc. <F4> prompt for options.
Name	The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on the **Select Alternate Name** screen, do an <F6> to create.
OR Mult Alt Names	"Y" on this field will allow you to add numerous multiple names for this person.

Data Entry for Edit Party

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▭▮B                                                                  _│�│×│
│ File  Edit  View  Communication  Actions  Window  Help                        │
│ ▭ ▭▭ ▭▭ ▭▭ ▭▭ ▭ ▭▭ ▭▭ ▭ ▭▭                                                     │
│                                                                               │
│  MITTSJ37    UCIKE1K                    UCSGEN Environment             TEST    │
│                                         Edit Party                  5/13/04    │
│   Crt: P 13   13                                                              │
│  Case: 2004 0000002848 AY * * * * * * * * * * * *              OPEN           │
│  RECK          Attorneys: PRO PER - PRO PER                                   │
│  Filed:  2/01/2004 Disposed:          Reopened:          Closed:             │
│                                                                               │
│  Name Nbr: ___207568 BENNETT,BETTY,              Filed Date: _2/01/2004      │
│     Party: BIR   1                               Party Cat: ___              │
│   Public: _                                                                   │
│                                                                               │
│    Current Address: 4598 OLD COLONY DRIVE          Address Code:   209163    │
│                                                                               │
│            City: HOWELL                 St: MI Zip: 48864                     │
│               Phone:           Ext:       Gender: F  DOB:  8/01/2001 Age:  2 │
│                SSN:            DLN:                St:                        │
│             Worker: W _____                                                 │
│   Association Type: __ _____ _____           │
│       Attny: _____                     Appt/Ret: _ Notices: N              │
│         Cmt: _____                                    │
│  Alt Type: ___ Name: _____              OR Mult Alt Names: _            │
│                                                                               │
│  F3=Exit  F10=Name  F13=Cmds  F23=Cancel Init                                │
│                                                                               │
│                                                                               │
│ ▭ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:   │
│ Start │ ▭ ▭ ▭ │ Novell... │ Docum... │ A │ B │ C │ S1 - [2... │ QuarkX... │ 3:36 PM │
└─────────────────────────────────────────────────────────────────────────────┘
```

After you have entered all of the information regarding this party, press <ENTER> and the **Select Party Name Screen** will be returned.

Create Additional Parties for Select Party Name

After entering the birth name onto the case, it will be necessary to add all additional parties associated with the case. The following pages for creating additional parties detail data entry for names that are not on the name index and for names that exist on the name index.

Name Does Not Exist On Name Index

Step #1

Search for name, entering LASTNAME, then FIRSTINITIAL and press <ENTER>

Step #2

The name is not on the name index. To create the name, select <F6> . The **Edit Name** screen will be returned.

continued

Create Additional Parties for Select Party Name

continued

Step #3

Enter as much information as available regarding this party. When you have completed this screen, press the <ENTER> key. The **Select Party** screen will be returned.

```
─ IB                                                                  _ ₧ ×
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▣▣  ▦▦  ▣▣  ▦  ▨▨  ▨▨  ▣  ◉◈

 MITTSJ37    UCC6E1K                    UCSGEN Environment              TEST
                                       Edit Name                     5/18/04

             Name: CARSON,ANDREA,_____  Adoption Name: Y
          Company: N

           Gender: F            Race: WA
              SSN: _____
    Date of Birth: 08011978____      Date of Death: _____

              DLN: _____  St: __

          Address: 4598 OLD COLONY DRIVE_____

             City: HOWELL_____  St: MI Zip: 48864_____
            Phone: 5176343787__  Ext: _____
              Fax: _____

             SID#: _____    NCIC#: _____


 F3=Exit  F10=Name  F13=Cmds  F16=Calc


 ▤ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 ▦Start  ▦▦▦  ▦Novell... ▦Micros... ▦Micros... ▦A  ▦B  ▦C  ▦QuarkX...  ◀ 10:00 AM
```

Step #4

```
─ IB                                                              _ ₧ ×
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▣▣  ▦▦  ▣▣  ▦  ▨▨  ▨▨  ▣  ◉◈

 MITTSJ37    UCF1DFK              UCSGEN Environment            TEST
 ┌────────────────────────────────────────────────────────────┐
 │ MITTSJ37    UCDEDFK                                         │
 │                      Select Party Name                     │
 │                                                            │
 │ Type options, press Enter.                                 │
 │ 1=Select  2=Change  5=Display  C=Cases                     │
 │                                                            │
 │ Name: CARSON,ANDREA,_____                            │
 │                                                            │
 │   Name                      Gender  DOB        SSN         │
 │ 1 CARSON,ANDREA,            F       8/01/1978              │
 │ _ CASTLE,AMY,               U                              │
 │ _ CHRISTIE,AGATHA,,         F                              │
 │ _ CRICKET,JIMINNE,          M       2/22/1957             │
 │ _ CROSSING,JORDAN,          U       1/02/2002             │
 │ _ DANTO,JOANN,              F       8/26/1990  888-88-8888 │
 │ _ DAWN,LILLY,               F       4/23/2002             │
 │ _ DODDIE,DON,               M                          +  │
 │                                                            │
 │ F3=Exit  F6=Create                                         │
 │ Record added.                                              │
 └────────────────────────────────────────────────────────────┘


 ▤ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 ▦Start  ▦▦▦  ▦Novell... ▦Micros... ▦Micros... ▦A  ▦B  ▦C  ▦QuarkX...  ◀ 10:09 AM
```

The name has been added to the name index and can now be added to the case by entering a "1" next to the party's name and pressing <ENTER>. The **Edit Party** screen will be returned.

continued

Create Additional Parties for Select Party Name

continued

```
 ☐▮B                                                                    _|⊞|×|
 File  Edit  View  Communication  Actions  Window  Help
 [icons]

 MITTSJ37   UCIKE1K                UCSGEN Environment              TEST
                               Edit Party                      5/18/04
  Crt: P 13   13
 Case: 2004 0000002848 AY * * * * * * * * * * *             OPEN
 RECK        Attorneys: PRO PER - PRO PER
 Filed:  2/01/2004 Disposed:        Reopened:          Closed:

 Name Nbr:    207594 CARSON,ANDREA,              Filed Date:  2/01/2004
    Party: ___                             Party Cat: ___
   Public: _

   Current Address: 4598 OLD COLONY DRIVE        Address Code:     209203

             City: HOWELL              St: MI Zip: 48864
            Phone: 517/634-3787 Ext:   Gender: F  DOB:  8/01/1978 Age:
             SSN:            DLN:        St:
           Worker: W _____
 Association Type: __ _____ _____
    Attny: _____                      Appt/Ret: _ Notices: _
     Cmt: _____
 Alt Type: ___  Name: _____            OR Mult Alt Names: _

 F3=Exit  F10=Name  F13=Cmds  F23=Cancel Init


 ▭ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 Start │ [icons] │ Novell... │ Micros... │ Micros... │ A │ B │ C │ QuarkX... │ 10:21 AM
```

Step #5

Enter the party type (e.g. ADM for adopting mother, NF for natural father, etc,. You may also enter the attorney if one has been retained/appointed.

REMEMBER
You can <F4> prompt on certain fields to make your selections

Step #6

After completing the necessary fields, press the <ENTER> key.

The **Select Party Name** screen will again be returned for additional name processing.

```
 ☐▮B                                                                    _|⊞|×|
 File  Edit  View  Communication  Actions  Window  Help
 [icons]

 MITTSJ37   UCIKE1K                UCSGEN Environment              TEST
                               Edit Party                      5/19/04
  Crt: P 13   13
 Case: 2004 0000002848 AY * * * * * * * * * * *             OPEN
 RECK        Attorneys: PRO PER - PRO PER
 Filed:  2/01/2004 Disposed:        Reopened:          Closed:

 Name Nbr:    207594 CARSON,ANDREA,              Filed Date:  2/01/2004
    Party: ADM  1 ADOP MOTHER                Party Cat: ___
   Public: _

   Current Address: 4598 OLD COLONY DRIVE        Address Code:     209203

             City: HOWELL              St: MI Zip: 48864
            Phone: 517/634-3787 Ext:   Gender: F  DOB:  8/01/1978 Age:  25
             SSN:            DLN:        St:
           Worker: _ _____
 Association Type: _ _____ _____
    Attny:  53534 ZALESKI,CURTIS L.,     Appt/Ret: R Notices: Y
     Cmt: _____
                                      OR Mult Alt Names: _

 F3=Exit  F10=Name  F13=Cmds  F16=Calc  F19=Addr@File  F21=Alt Names


 ▭ I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 Start │ [icons] │ A │ B │ C │ QuarkXPress ... │ Novell Group... │ 11:14 AM
```

continued

Create Additional Parties for Select Party Name

continued

Name Exists On Name Index

Step #7

Continue to enter parties by first searching for the name.

This name exists on the name index.

Step #8

Verify the name and address information by selecting option #5 next to the name and press <ENTER> . The name and address will be displayed for verification. You may also select "C" for cases to view the cases associated with his name.

Create Additional Parties for Select Party Name

continued

Step #9

If the information is correct, <F3> to exit.

If you need to change any information relating to this party, <F3> from this screen, then select #2 to change and <ENTER> .

Make the necessary changes, and press <ENTER> . You will be returned to the **Select Party Name** screen.

Step #10

Since the name exists on the name index, it is not necessary to create it again. The name must be selected to add it to the case you are entering. Select the party to be added to the case by placing a "1" next to the name and pressing <ENTER> . The **Edit Party** screen will be returned for processing.

continued

Create Additional Parties for Select Party Name

continued

Step #11

Make any necessary modifications to the **Edit Party** screen.

Press the <ENTER> key. The Select Party screen will again be returned.

Step #12

Continue to add all parties on this case by following steps 1-12.

Once you have entered all of the parities, you may <F3> and you will be taken to the **Edit Event Screen.**

EDIT EVENT SCREEN

An event should be created for each document that is filed with a particular case. This maintains an accurate Register of Actions for a case and allows court personnel to view activities that have occurred on a particular file.

The **Edit Event Screen** has many fields that assist the user in maintaining this information on the system.

When this information is entered on the event screen, it is stored at the **Register of Actions** (ROA) for a complete summary of transactions that have occurred on the case.

```
🖳B                                                                    _ ⑤ X
File  Edit  View  Communication  Actions  Window  Help
🖳 📑📑 🖦🖣 📧📧 📤 🖦🖦 🖦🖦 📄 🍃🖉

  MITTSJ37    UCIXE1K                    UCSGEN Environment              TEST
                                           Edit Event                 5/18/04

  Crt: P 13  13 Jurist: RECK         Bond:         Auth:              OPEN
  Case: 2004 0000002848 AY       BETTY BENNETT
  Atty:                               Worker:
  File:  2/01/2004  Dispose:           Reopen:              Close:

  Evt: ____  Dte: _5/18/2004_  Plea: ____  Dsp: ____  Pgm/Rslt: ___ _  Monetary: _
  Pty: ___ ___     Cnt: __     Attny: _____   Jur: _ _____    Due Dte: _____
  Cmt: _____
  Form: ___ _____    Register: _____    Receipt: _____   Amount: _____

  Legal Status: ___   Curfew Time: Weekday: _____ _ /Weekend: _____ _
  Placement: Type: ___ Custody: _ Begin: _____ End: _____
  Facility: _____ Spec Rate: _____  Pty: ___ ___  No Charge: _

  Schedule Next Action:
  Next: ____ Date: _____ Time: _____ _  Jur: _ _____         Ctrm: ____
   Cmt: _____
        _____


  F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F20=Bonds


🖳 I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
🏁Start  🌐Nove...  PC 6...  Micro... A    B    C   Quar... Micro... « 🌐 4:02 PM
```

Field Definitions for Edit Events

There are several fields on this screen that are automatically filled in based on data entry from other screens. Some fields are pertinent to event data entry, while other fields may not pertain to the case. You will need to determine which fields you need to complete for your court.

```
 IB                                                                        _ |&| X|
File  Edit  View  Communication  Actions  Window  Help
 [icons]

 MITTSJ37     UCIXE1K                     UCSGEN Environment                TEST
                                          Edit Event                      5/18/04

 Crt: P 13  13 Jurist: RECK          Bond:          Auth:                  OPEN
 Case: 2004 0000002848 AY        BETTY BENNETT
 Atty:                               Worker:
 File:  2/01/2004  Dispose:              Reopen:              Close:
```

Edit Event ~ Header Field Definitions

Crt	The Court location associated with this case (e.g. P = Probate, C=Circuit) as well as the county and circuit number.
Jurist	The judge assigned to this case.
Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at **Work with Bonds and Bond Actions** screen.
Auth	Date that the case/petition was authorized for filing. Entered at the **Edit Party** screen or **Edit Event** screen with a result of **AUT**.
Open	This field will change based on the status of the case (petition) as entered on the **Edit Event** screen. If the case has not been adjudicated, it will display as **Open**. When the case has been adjudicated with a disposition, it will display as **Adju**. When the case is closed it will display as **Clos**.
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the **Edit Criminal/Juvenile Case** screen.
Name	Case entitlement. Entered on the **Edit Party** screen during *Case Initiation* or **Edit Party** when making a modification, or from the **Edit Event** screen.
Atty	Name of the attorney appointed or retained. Entered on the **Edit Party** screen during *Case Initiation* or **Edit Party** when making a modification, or from the **Edit Event** screen.
Worker	Name of the worker who has been assigned this case. Entered on the **Edit Juvenile** screen.
CVA, etc.	Used to assist users so they are aware when a case/charge is Crime Victim Assessable (**CVA**), Abstractable (**ABS**), requires Sex Offenders Registration (**SOR**), requires HIV Testing (**HIV**), requires DNA testing (**DNA**), and/or requires that fingerprints need to be sent for Criminal History Reporting (**CHR**)
File	The date the case/petition was filed with the court. Entered on **Edit Criminal/Juvenile Case** screen (filed date).
Dispose	Date the case/petition was adjudicated/disposed. This date is based on the event date entered with a disposing code used at the **DSP** field on the **Edit Event** screen.
Reopen	Date the case/petition was reopened. This date is based on the event date with the reopening event type (reopen event category) entered on the **Edit Event** screen.
Close	Date the case/petition was closed. This date is based on the event date with the closing event type (closing event category) entered on the **Edit Event** screen.

Field Definitions for Edit Events, continued

```
MITTSJ37    UCIXE1K                    UCSGEN Environment                      TEST
                                       Edit Event                          5/18/04

Crt: P 13  13 Jurist: RECK          Bond:         Auth:                    OPEN
Case: 2004 0000002848 AY        BETTY BENNETT
Atty:                               Worker:
File:  2/01/2004  Dispose:             Reopen:                  Close:

Evt: ____  Dte: 5/18/2004  Plea: ____  Dsp: ____  Pgm/Rslt: ___ _  Monetary: _
Pty: ___ ___     Cnt: __    Attny: _____   Jur: _ _____    Due Dte: _____
Cmt: _____
Form: ___ _____   Register: _____   Receipt: _____   Amount: _____
```

<F4> Pompt is available for all fields unless indicated otherwise

Evt	Specific event code that is being entered into the system
Dte	Date of this event. System defaults to today's date. (Cannot <F4> on this field)
Plea	Used to indicate indicate the plea, if any, on each charge.
Dsp	Code to determine how the case (petition) was adjudicated. This information will be counted on caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
Monetary	"Y" will take you to the **Edit Monetary Orders** screen to create financial orders.
Pty	The party that this event relates to.
Cnt	Specific count that this event relates to. This field is often used for pleas or when disposing cases, as it allows you to be count specific when entering dispositions.
Attny	Attorney who was at the court hearing or who is filing a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case
Due Dte	Date that the next filing is due. Primarily used in Probate and Circuit Court.
Cmt	Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
Form	Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>.
Register	
Receipt	
Amount	

Field Definitions for Edit Events, continued

```
┌─────────────────────────────────────────────────────────────────────┐
│                              Re                                       │
│  Legal Status: ___    Curfew Time: Weekday: _____ _ /Weekend: _____ _ │
│  Placement: Type: ___ Custody: _ Begin: _____ End: _____      │
│  Facility: _____ Spec Rate: _____ Pty: ___ ___ No Charge: _ │
│                                                                       │
│  Schedule Next Action:                                                │
│  Next: ____ Date: _____ Time: _____ _   Jur: _ _____   Ctrm: ____ │
│   Cmt: _____ │
│        _____ │
│        _____ │
│                                                                       │
│  F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F20=Bonds   │
└─────────────────────────────────────────────────────────────────────┘
```

<F4> **prompt is available for all fields unless indicated otherwise**

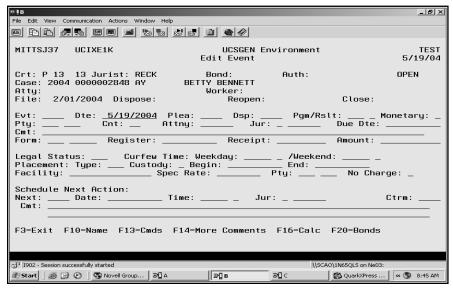|	
Legal Status	Indicates the supervision level for the child. This field will be counted in caseload under "Juveniles in the System" or "Children in the System".
Curfew Time	Weekday: Time the juvenile must be home (normally Sunday night through Thursday night are considered weekdays).
	Weekend: Time the juvenile must be home (normally Friday night and Saturday night are considered weekends). (Cannot <F4> on this field)
Placement	Type: Description of the type of placement the child has been placed at. (e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care, FIA Supervision).
	Custody: Flag to indicate if the child is in court ordered out-of-home placement. "Y" indicates that the minor is in placement, "N" indicates the minor is placed with a parent.
	Begin: Date (actual date placed) the placement began.
	End: Date (actual date removed) the placement ended.
Facility	Facility Number for that juvenile/minor's placement, if in out-of-home placement. This number is often assigned by the state.
Spec Rate	The rate, if different from the normal facility rate. (i.e., if the normal facility rate is $150.00 per day, but due to difficulty of care, the rate is $160.00 per day, then enter $160.00 in this field).
Pty	Party type of the placement **if** the juvenile/minor is not being placed in a facility e.g. NM to indicate natural mother.
No Charge	Flag that indicates if the court is not responsible for paying for this out-of-home placement (i.e. FIA is paying for the placement).
Schedule Next Action:	Next: Hearing type being scheduled.
	Date: Date the hearing is scheduled for.
	Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.).
	Jur: Judge/referee/clerk scheduled to hold the hearing. This field will default to the jurist assigned to the case, but you may override this field with a different jurist.
	Courtroom Courtroom location for this hearing. System will default to the assigned jurist/referee courtroom, but you may override this field with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action.

Data Entry for Edit Events

Data Entry for Edit Events

continued

When you prompt, the **Select Event Type by Description** screen will be displayed. Type a brief description of the event you want to create and press the <ENTER> key.

STEP #4

Enter a "1" next to the described event and press the <ENTER> key. The Edit Event screen will be returned.

continued

Data Entry for Edit Events

continued

STEP #5

The selected event code is brought into the **Evt** field. Change the date (defaults to today's date) as necessary.

STEP #6

The system will default the **PTY** field to the party type of **BIR** (birth name). If you desire to enter something different on this field, you may do so by entering the code or <F4> prompt to select the desired party.

continued

Data Entry for Edit Events

continued

```
┌──────────────────────────────────────────────────────────────────┐
│ ≡IB                                                      _│8│×│   │
│ File  Edit  View  Communication  Actions  Window  Help           │
│ [icons toolbar]                                                  │
│                                                                  │
│ MITTSJ37   UCIXE1K              UCSGEN Environment        TEST    │
│ ┌──────────────────────────────────────────────────────────┐   │
│ │ MITTSJ37   UCW2DFK                                         │   │
│ │               Select Parties for Event                    │   │
│ │ Case: 2004 0000002848 AY * * * * * * * * * * * *          │   │
│ │                                                           │   │
│ │ Type options, press Enter.                                │   │
│ │ 1=Select  2=Change  5=Display  C=Cases  D=Dates           │   │
│ │                                                           │   │
│ │ Party: ___  ___                                           │   │
│ │                                                           │   │
│ │  Pty       Name                Disp Attorney   Anniv Dt   │   │
│ │ 1 BIR   1       BENNETT,BETTY,                            │   │
│ │                                                           │   │
│ │ _ NF    1       BENNETT,RONALD,                          │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │ F3=Exit  F6=Create  F17=Top  F18=Bottom                  │   │
│ └──────────────────────────────────────────────────────────┘   │
│                                                                  │
│ ⊡ I902 - Session successfully started   \\SCAO\1N65QLS on Ne03: │
│ Start │ 🌐📁⏺ │ A │ B │ C │ QuarkXPress... │ Novell Group...│ 11:33 AM │
└──────────────────────────────────────────────────────────────────┘
```
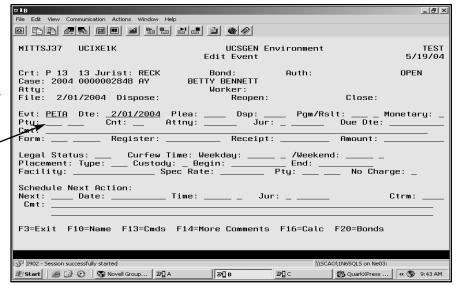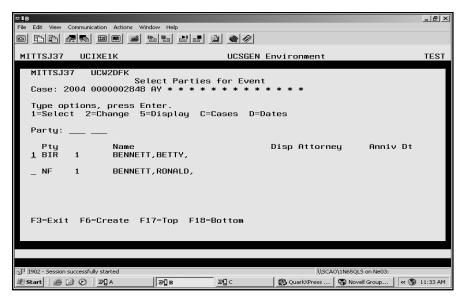
STEP #7

$<F4>$ will display the **Select Parties for Event** screen. Once you have selected the correct party, press the <ENTER> key. The **Edit Event** screen will again be returned.

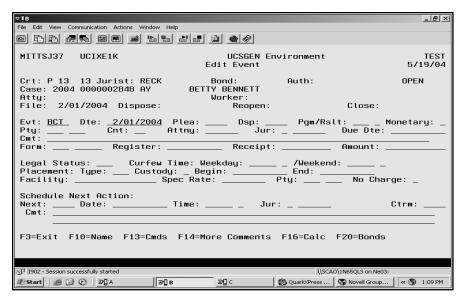**STEP #8**

Check the screen to determine if there any other entries that you would like to add.

Once you have completed the screen, press the <ENTER> key.

```
┌──────────────────────────────────────────────────────────────────┐
│ ≡IB                                                      _│8│×│   │
│ File  Edit  View  Communication  Actions  Window  Help           │
│ [icons toolbar]                                                  │
│                                                                  │
│ MITTSJ37   UCIXE1K              UCSGEN Environment        TEST    │
│                                Edit Event              5/19/04    │
│                                                                  │
│ Crt: P 13  13 Jurist: RECK      Bond:       Auth:        OPEN    │
│ Case: 2004 0000002848 AY     BETTY BENNETT                       │
│ Atty:                        Worker:                             │
│ File:  2/01/2004  Dispose:        Reopen:        Close:          │
│                                                                  │
│ Evt: PETA  Dte: _2/01/2004  Plea: ____  Dsp: _____  Pgm/Rslt: ___ _ Monetary: _ │
│ Pty: BIR __1    Cnt: __   Attny: _____   Jur: J _31144  Due Dte: _____ │
│ Cmt: _____    │
│ Form: ___ _____  Register: _____  Receipt: _____  Amount: _____ │
│                                                                  │
│ Legal Status: ___   Curfew Time: Weekday: _____ _ /Weekend: _____ _ │
│ Placement: Type: ___ Custody: _ Begin: _____  End: _____ _  │
│ Facility: _____ Spec Rate: _____  Pty: ___ ___ No Charge: _ │
│                                                                  │
│ Schedule Next Action:                                            │
│ Next: ____ Date: _____  Time: _____ _  Jur: _ _____  Ctrm: ____ │
│  Cmt: _____        │
│       _____        │
│                                                                  │
│ F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F20=Bonds │
│                                                                  │
│ ⊡ I902 - Session successfully started   \\SCAO\1N65QLS on Ne03: │
│ Start │ 🌐📁⏺ │ A │ B │ C │ QuarkXPress... │ Novell Group...│ 12:56 PM │
└──────────────────────────────────────────────────────────────────┘
```

Data Entry for Edit Events

continued

```
▭▯B                                                              _ ▯ ×
File  Edit  View  Communication  Actions  Window  Help
▢ ▢▢ ▢▢ ▢▢ ▢▢ ▢▢ ▢ ▢▢ ▢▢ ▢▢ ▢ ▢▢

MITTSJ37    UCIXE1K              UCSGEN Environment              TEST
                                 Edit Event                     5/19/04

Crt: P 13  13 Jurist: RECK       Bond:         Auth:            OPEN
Case: 2004 0000002848 AY      BETTY BENNETT
Atty:                            Worker:
File:  2/01/2004  Dispose:          Reopen:          Close:

Evt: BCT   Dte: 2/01/2004  Plea: ____  Dsp: ____  Pgm/Rslt: __ _ Monetary: _
Pty: ___ ___     Cnt: __    Attny: _____   Jur: _ _____  Due Dte: _____
Cmt: _____
Form: ___ _____   Register: _____   Receipt: _____   Amount: _____

Legal Status: ___   Curfew Time: Weekday: _____ _ /Weekend: _____ _
Placement: Type: ___ Custody: _ Begin: _____   End: _____
Facility: _____ Spec Rate: _____  Pty: ___ ___  No Charge: _

Schedule Next Action:
Next: ____ Date: _____ Time: _____ _   Jur: _ _____        Ctrm: ____
 Cmt: _____
      _____

F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F20=Bonds


▭▯  I902 - Session successfully started                    \\SCAO\1N65QLS on Ne03:
▭ Start │ ▢▢▢▢ │ ▢▯A    │ ▢▯B      │ ▢▯C      │ ▢ QuarkXPress ... │ ▢ Novell Group... │ «▢ 1:09 PM
```

STEP #9

Continue to enter events for this case. When you following the above steps. When you have entered all of the evens for this case, select <F3> .

STEP #10

You are returned to the Case Initiation Screen.

If you want to add a new case, you may follow the procedure for Case Initiations.

If you would like to continue to work on this case select <F3>

```
▭▯B                                                              _ ▯ ×
File  Edit  View  Communication  Actions  Window  Help
▢ ▢▢ ▢▢ ▢▢ ▢▢ ▢▢ ▢▢ ▢ ▢▢ ▢▢ ▢▢ ▢ ▢▢

MITTSJ37    UCIJPVK              UCSGEN Environment              TEST
                                 Case Initiation                5/19/04

              Court: P 13  13 CALHOUN COUNTY

Juv File Or Case #: 2004 0000002848

              Type: __                        CTN Nbr: _____

      Juv Case Year: ____ if Different than Current Year

             Ticket: _




F3=Exit  F10=Name  F13=Cmds  F16=Calc


▭▯  I902 - Session successfully started            \\SCAO\1N65QLS on [Novell GroupWise - Mailbox]
▭ Start │ ▢▢▢▢ │ ▢▯A    │ ▢▯B      │ ▢▯C      │ ▢ QuarkXPress ... │ ▢ Novell Group... │ «▢ 1:11 PM
```